Racine County Gang Diversion 2009

Grant Announcement

**Applications must be submitted through
Egrants on or before May 13, 2009**

OJA
OFFICE OF JUSTICE ASSISTANCE

Important Contact Information for this Grant Opportunity:

Program/Policy: Ray Luick (608) 266-7282 or
                        ray.luick@wisconsin.gov

Budget/Fiscal: Katie Hawkins (608) 266-7949 or
                        katie.hawkins@wisconsin.gov

Egrants Assistance: Weekdays, 8am – 4:30pm
                        Email: OJAEgrants@wi.gov
                        Local calls: (608) 267-9068
                        Toll free: (888) 894-6607

The Egrants Application Guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the Apply for a Grant page of our website: www.oja.wi.gov.

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

Grant Announcement Summary

Program Area: Justice System Improvement

Grant Title: Racine County Gang Diversion 2009

Description: This fund announcement will provide a one-time grant of up to $40,000 to Racine County to develop a coordinating committee, conduct an inventory, develop an evaluation methodology, conduct research and implement practices that will result in better coordinated and more effective efforts to reduce gang involvement and criminal activity.

Opportunity Category: Non-Competitive

Important Dates:

Application Due Date: May 13, 2009

Project Start Date: June 1, 2009

Project End Date: Project activities must end by June 30, 2009

Anticipated Funding Amount: A single one-time grant award in an amount not to exceed $40,000 will be made under this grant program.

Match/Cost Sharing Requirement: None

Eligibility: As required in the state budget appropriation, the only eligible applicant is Racine County.

Eligible Expenses: Funding may be used for salaries, fringe benefits, consultants and services contracts, travel costs directly related to the project activities, supplies and operating expense.

Racine County Gang Diversion 2009

The Wisconsin Office of Justice Assistance (OJA) provides financial and technical assistance to public safety, first response and emergency management agencies throughout the state. As the State Administering Agency for state and federal criminal justice and homeland security grant funds, OJA is responsible for establishing funding priorities, developing application criteria, awarding and disseminating grants, and assessing project achievements. This grant announcement provides information about a specific grant opportunity and instructions to help those eligible apply for a share of the available funds.

Program Description
Through this grant announcement, OJA is seeking an application for a project geared toward coordinating the several individual programs and projects that receive funding or have it as an organizational responsibility, such as law enforcement and the courts, to reduce youth gang membership and gang activity through prevention, diversion and enforcement in Racine County.

This project will provide a structure and framework for existing programs and projects to interact on a regular basis through the creation of a coordinating committee made up of justice system officials, community leaders, elected officials, and representatives from the involved programs and projects. The application must include the specific method for selecting the membership of the coordinating committee and list the organizations and stakeholders to be represented on the coordinating committee.

The coordinating committee will be involved in all aspects of the project including:
1. Conducting an inventory of gang diversion programs and activities within Racine County
2. Developing and implementing a shared methodology for program evaluation
3. Conducting and disseminating research into evidence-based practices in youth gang diversion, and,
4. Instituting practices that would most effectively use the various resources within the community to address the pervasive problems caused by youth gang activity.

Issues that will need to be addressed by the end of the project include:
1. Development and implementation of standard and acceptable definitions of what is meant by "youth gang activity" and "gang membership".
2. Agreement on techniques that will be used to identify, categorize and report on crime that will be considered "gang related."
3. Structures will be identified and in place for referral management of those individuals defined as gang members or gang involved or at risk of gang membership.
4. Standards for data collection and reporting will be employed across all agencies to assist in measuring success.
5. Interagency agreements, procedures and processes will be in place to ensure effective service delivery and case management.

Each of the issues above should be included in the goals and objective statement proposed by the applicant.

Award Information

Funds to be awarded are appropriated in the state budget and are anticipated as available for one-time only in the amount of $40,000. Program funds will be paid to the grant recipient on a reimbursement basis based on the submission of the appropriate forms and supporting documentation. Only one award to Racine County will be made under this announcement.

Upon application approval, the applicant agency's project director will receive a paper grant award document by mail in approximately 30 days.

Submit Applications Using Egrants

Applications must be submitted through the OJA Egrants online grants management system. If you have never used OJA Egrants before, you will need to register for access to the system. To register online, go to http://register.wisconsin.gov/AccountManagement/ and complete the 'self registration' process. On the account registration site, you will have a choice between the OJA Egrants and Commerce eGrants. Please take care to select **OJA Egrants** during this process.

Authorization to access Egrants can take several days depending on registration activity. The OJA help desk is open Monday-Friday 8am-4:30pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

An Egrants System User Guide is posted on the OJA website (Apply for a Grant page). If you have any problems using Egrants, please contact our help desk at OJAEgrants@wi.gov or call us at (608) 267-9068 or toll free at (888) 894-6607 during business hours.

Application Components

Through Egrants, you will provide OJA with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Ray Luick at (608) 266-7282 or at Ray.Luick@wi.gov.

1. **Main Summary**
   This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

   In the Brief Project Description text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

   > "Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?) If appropriate, add which area(s) of the state will benefit."

   Responses to this section will be used on the OJA website, cited in OJA reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

2. **Approval Checklist**
   Answer Yes or No to each question.

3. **Performance Measures**
   No performance measures are required at the time of application. Please open this section and change the page status to Complete; then SAVE the page. Performance Measures will be identified and collected during post-award reporting rather than through this funding application process."

4. **Budget Detail**

   Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

   Personnel: Provide salary information for non-contractual employees that will be funded through this grant, including overtime. List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

   Employee Benefits: Employee benefits for grant-funded personnel include FICA, Unemployment Compensation, Health Insurance, etc. and amounts budgeted should be based on actual known costs or an established formula. Employee benefits are for the personnel listed in the budget and only for the percentage of time devoted to the project. Employee benefits on overtime hours are limited to FICA, Workers' Compensation, and Unemployment Compensation.

   Travel/Training: Any travel and/or training costs associated with the funded project. Please note: All reimbursement will be made at current state-established rates. **Show computations for all items.** (e.g., two people to 3-day training at $X lodging, $X meals, $X mileage). Travel and training for contracted employees does <u>not</u> go in this section. It should be itemized under "Contractual".

   Equipment: Tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit.

   Supplies and Operating Expenses: Includes consumables such as paper, stationary, postage, software and equipment with an acquisition cost of less than $5,000 per unit. Also includes operating expenses such as rent and utilities. **Show computations for all items.** For example, Rent: $150/mo x 12 months = $1,800.

   Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly or daily fee (8 hour day); and estimated time on the project. Consultant fees in excess of $450 per 8 hour day require additional justification (contact OJA). List all expenses to be paid from the grant to the individual consultant in addition to their fees (e.g., travel, lodging, meals, etc.). **Show the basis of computation for each service requested.** Within 30 days of grant award date, a signed contract must be received by OJA. No fund reimbursements will be made prior to receipt of the contract.

5. **Budget Narrative**

   Please describe how your budget relates to the overall program/project strategy or implementation plan.

6. **Project Narrative**

   Describe your program or project in detail, including what objectives would be accomplished. Include appropriate statistics, if applicable. Describe how your department staff will use or

otherwise put in place this project or program. Relate any potential benefits including cost savings, decrease in crime activity, or other relevant details.

7. **Problem Description**
Describe the problem or issue that this grant will serve to solve or diminish.

8. **Goals and Objectives**

The Program Description section of this Grant Announcement includes four tasks to be completed by the coordinating committee and five issues that will need to be addressed prior to the end of this project. The applicant needs to convert each of these elements into statements of project goals and objectives.

9. **Design and Implementation Strategy**
Describe the steps needed to implement the proposed plan.

Application Review and Award Criteria
The proposal submitted in application for these funds must satisfy basic criteria set out above. Grants reviewers may suggest amendments to applications and grant applicants will be contacted if more input is needed.

Post-Award Special Conditions/Reporting Requirements
If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials. At that time, please review all of your grant award special conditions and Egrants reporting requirements.

Additional Resources

- Office of Justice Assistance website: http://www.oja.wi.gov

- A helpful Egrants User Guide is posted on the Apply for a Grant page of the OJA website. It includes registration through grant award instructions.

- Online Help is available in many areas of the Egrants program – watch for the Help Buttons.

- Egrants Helpdesk is staffed on non-holiday weekdays between 8AM and 4:30PM.

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